

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL SCIENCE AND TECHNOLOGY CENTER
DENVER FEDERAL CENTER, BUILDING 50
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December 5, 2003

In Reply Refer To:
4700 (ST-134) P

EMS Transmission
Information Bulletin No. ST-2004-012

To: All Field Officials

From: Director, National Science and Technology Center

Subject: Wild Horse and Burro (HB) Information System Training
DD: January 16, 2004

Training for the use of the HB Information System will be held in Denver at the National Science and Technology Center (NSTC) on February 24, 25, and 26, 2004. The target group is BLM employees responsible for entering and maintaining records about wild horses and burros, and those who use information from the system.

The training will be arranged as follows:

Tuesday, February 24, 2004: Entering and Modifying Records.

Entry of Unmarked Animal Records, Preparation, Shipping, Private Maintenance and Care Agreements, Title, and Marked Animal Death and Release.

Wednesday, February 25, 2004: Compliance Records.

Entry and Modification of Inspections and Resolution Actions. Printing from the HB Application.

Thursday, February 26, 2004: Retrieval of Information.

Adhoc Query; Standard Reports.

Friday morning, February 27, 2004, will be reserved to go over any additional topics of interest to attendees who wish to stay.

Trainees must have established accounts (active Login ID's and Passwords) for the HB automated system. Trainees are urged to decide which portions of the training apply to the work in their areas of responsibility, and attend those sessions. Although our training facility is limited in number of attendees, we hope to accommodate, at a minimum, one employee from each administrative state. Future training can be arranged based on the February training response. Please respond with nominations to Dick Stark, NSTC User Representative by January 16, 2004.

Travel expenses are the responsibility of trainees' home offices. Attendees should arrange their own transportation and lodging. Shuttle Service is available from Denver International Airport to major hotels in Lakewood.

The following lodging options are available with government rates, near NSTC:

Sheraton Denver West, 360 Union Boulevard, Lakewood, CO 80228 (303) 987-2000

Comfort Suites, 11909 West Sixth Avenue, Lakewood, CO 80228 (303) 231-9929

Fairfield Inn, 11907 West Sixth Avenue, Lakewood, CO 80228 (303) 231-9939

Please direct any questions to the User Representative, Dick Stark at (303) 236-0157.

/s/

Signed by
Lee Barkow
Director

Authenticated by
Vida Jenkins
Staff Assistant